

**Position Purpose:**

Provides oversight and is accountable for professional and administrative management and direction of all aspects of Human Resources administration in accordance with applicable federal and state laws, Town Bylaws and policies, and Administration directives; reviews, evaluates and makes recommendations to the Town Administrator on a wide-variety personnel-related issues; performs administrative, planning and coordination duties on various functions including but not limited to human resources, employee benefits, collective bargaining, insurance, budgets, and special project management; serves as a member of the senior leadership team along with the Town Administrator.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- As a staff executive and member of the senior management team, assesses the climate for effective performance, training and development needs, employee relations and organizational structure as it effects employee motivation and interdepartmental relations; makes recommendations for optimizing human resources.
- Develops and recommends to the Town Administrator administrative controls, policies and procedures regarding Town-wide administration; implements and enforces policies and procedures as directed; advises on the effectiveness of policies and procedures and keeps senior management informed on relevant issues.
- Directs and administers all Human Resources' functions for all Town personnel, with the exception of School personnel, to include, but not limited to, wage and salary administration, position descriptions and job classifications, collective bargaining negotiation and administration, policy administration, grievance procedure administration, program administration, performance evaluations and fringe benefit oversight which includes school employees benefits on specific items; oversees the maintenance of the Human Resources Information System (HRIS) and centralized personnel files.
- Advises Town Administrator, Boards and Commissions on a wide variety of operational and administrative issues; ensures compliance with applicable federal and state laws, Town by-laws, Town policies and procedures and collective bargaining agreements.
- Has frequent contacts with the Town employees, Department Heads, labor representatives, Town residents and the general public; frequently responds to requests for information from governmental entities and from organizations or individuals under the Public Records Law and Freedom of Information Act.
- Develops and recommends - Town By-laws, policies and procedures; implements and administers all of the aforementioned.
- Develops collective bargaining strategy with the Town Administrator, Finance Director, Department Heads, and Board of Selectmen; assists in negotiating contracts and memorandums of agreement with collective bargaining units.
- Represents the Town in grievance hearings, mediations, fact-findings and arbitrations.
- Mediates employee disputes; works to improve communication within Departments; provides advice and counsel to Department Heads on a wide variety of topics.

- Serves as a member of the Town's Personnel Emergency Response Team (PERT) on matters related to workplace violence, harassment and unusual situations that are or could be disruptive to a Department's optimal operations.
- Assess employee morale and recommends programs to improve it.
- Develops recruitment procedures and directs recruitment efforts; advertises and posts vacancies; reviews applications and screens for entrance requirements; interviews candidates; makes recommendations to hiring authorities in accordance with established guidelines; ensures legal compliance.
- Develops procedures for and oversees orientation of new employees; maintains and revises Employee Handbook.
- Conducts exit interviews with departing employees; uses information to improve the operation, organization and culture of the individual department, administrative policies and the Town as a whole.
- Develops, conducts or provides for training for Town officials and employees as needed in federal, state and local statutes, policies and by-laws related to human resources issues; develops training topics and conducts training for the professional development of the staff; serves as the Town's representative in a municipal training group.
- Administers workers' compensation, MGL C.41, §111F compensation, unemployment compensation.
- In conjunction with the Finance Director/Town Accountant, administers, selects and monitors employee benefits plans.
- Oversees and coordinates the Town's Employee Assistance Program through contracted vendor services.
- Serves as affirmative action officer in the areas of employment activities, minority business enterprise, contract compliance and fair housing; demonstrates sensitivity for, and assures Town compliance with all factors affecting EEO, affirmative action, and ADA; serves as administrative and investigative officer for issues and complaints relative to access to public facilities and programs.
- Drafts decisions, writes letters and other correspondence on behalf of the Town Administrator to include warrant articles, annual reports, budgets, collective bargaining contracts, grievance decisions and memorandum of agreements; reviews salary portion of the annual operating budget.
- Maintains and disposes of departmental records in accordance with Massachusetts Public Records Laws.
- Oversees the planning of employee appreciation events such as, employee picnics, safety luncheons, holiday parties, etc.
- Performs other duties as assigned by the Town Administrator.

**Recommended Minimum Qualifications:****Education, Training and Experience:**

Bachelor's Degree in human resources, public administration, business administration or related field; Master's Degree preferred. Over 7 years of related professional experience, with municipal and collective bargaining experience preferred. An equivalent combination of education and experience.

**Knowledge:**

Working knowledge of human resources principles, practices and methods as applicable to a municipal setting.

Thorough knowledge of all applicable federal and state statutes, and regulations affecting human resources activities.

Abilities:

Skill in the operation of a personal computer.

Organizational and budgetary skills.

Excellent interpersonal skills.

Skill in developing policies and procedures to ensure equity within the organization.

Skill to demonstrate sensitivity to employee related matters and for all factors affecting EEO and affirmative action.

Physical Requirements:

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

*Physical Skills*

There may be need to stretch and reach to retrieve materials.

*Motor Skills*

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, sorting, and operating a motor vehicle.

*Visual Skills*

Visual demands require routinely reading documents for general understanding, and reading documents for analytical purposes.

**Supervision:**

Supervision Scope:

Performs highly responsible work of a complex nature which involves the exercise of independent judgment and initiative.

Supervision Received:

Work is performed under the direction of the Town Administrator. Occasional interaction with elected/appointed officials for policy/financial purposes.

Supervision Given:

Provides direct supervision of Benefits Coordinator.

**Job Environment:**

- Noise level is usually moderate. Employee may work outside of normal work hours for emergencies or to attend meetings.
- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment. Operates a motor vehicle.
- Employee has frequent contact with employees, boards and organizations, vendors. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Employee has access to related confidential material regarding personnel issues.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

**POSITION REQUIRES A BACKGROUND INVESTIGATION PRIOR TO APPOINTMENT.**

**POSITION REQUIRES A PHYSICAL EXAMINATION, DRUG SCREENING AND CORI INVESTIGATION POST OFFER.**